



CITY OF EASTVALE EMPLOYMENT OPPORTUNITY

STREET SWEEPING ENFORCEMENT OFFICER (PART-TIME)

Salary Range: \$11.90 - \$15.95 per hour

ABOUT THE CITY

The City of Eastvale is a dynamic, growing community in Riverside County. The City is diverse in both its citizenry and its businesses. Eastvale's government is responsible for representing and protecting those interests, as well as maintaining the infrastructure and quality of life within the City. These tasks are centralized in Eastvale City Hall.

City Hall is a complex, fast-paced working environment. Employees of the City of Eastvale are expected to exercise professionalism and courtesy, and must work efficiently and in accordance to applicable laws, codes and regulations. Attention to detail is required.

Learn more about us by visiting www.eastvaleca.gov. Qualified candidates with a strong public service interest, are encouraged to apply.

THE POSITION

The City of Eastvale has a job opportunity available for one (1) part-time/non-benefitted Street Sweeping Enforcement Officer position. This position works under general supervision and is assigned to patrol designated routes or areas within the City to enforce appropriate codes, laws, and regulations pertaining to public parking on City owned streets during street sweeping days and hours. The typical work schedule will include twenty (20) hours per week to be flexibly assigned Monday through Thursday. The employee typically works in a field environment and will regularly drive a City vehicle. Occasional work on evenings and/or weekends may be required in order to assist with City events or other special needs.

EXAMPLES OF ESSENTIAL DUTIES*

1. Ensures compliance with City parking ordinances.
2. Drives an assigned route behind street-sweeping equipment and cites vehicles parked in violation of posted street sweeping and other parking signs and restricted zones.
3. Issues citations and warnings; maintains various logs and records manually and electronically relating to street sweeping parking enforcement operations; downloads data at the end of the route.
4. Inputs and retrieves a variety of information using a computer terminal.
5. Testifies in court and at administrative proceedings regarding parking violations, as required.
6. Safely operates a City vehicle and ensures equipment is in proper working order.

7. Utilizes a hand held citation device to take photographs and issue citations as necessary.
8. Provides public with information regarding parking regulations.
9. Provides excellent customer service with a pleasant and calm demeanor, and effectively handles confrontation with the public in occasional high stress situations.
10. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
11. Performs related duties as assigned.

** This description is representative of typical duties, and does not limit the assignment of other related duties and responsibilities to the position.*

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

City ordinances governing parking regulations; safety laws and concepts; principles of record keeping and reporting; modern office procedures, methods and computer equipment; safe work methods and safety regulations.

Ability to:

Read, understand, interpret, apply and explain ordinances, rules, regulations, policies and procedures related to parking enforcement; read and interpret maps; communicate effectively both orally and in writing; and deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

RECRUITING GUIDELINES

Any combination of education and experience which may provide the required knowledge, abilities and skills is qualifying.

Qualifications:

- OPTION 1: One year of experience involving public contact, and equivalent to the completion of the twelfth grade.
- OPTION 2: Completion of a Bachelor's degree.
- OPTION 3: Completion of an Associate's degree and six months experience involving public contact.

Highly Desirable Qualifications:

- Prior parking or code enforcement experience.
- Extensive background in customer service/public contact work.
- Experience in dealing with conflict resolution and engagement.
- Successful experience in working independently, with limited supervision, in the handling of assigned duties.

Necessary Special Requirements:

Possession of a valid Class "C" California driver's license and a satisfactory driving record. Ability to attend special City events including weekends, evenings and holidays, as required. Ability to attend night meetings and work extended hours, as needed and/or required.

SELECTION PROCESS

Stage 1 - The first stage in the selection process will consist of a review of each applicant's employment application and supplemental questionnaire. Applications that are incomplete and/or that do not meet the minimum combination of education and experience will not be given further consideration.

Stage 2 – The second stage in the selection process will consist of review by subject matter experts who will evaluate and rate the candidates' applications and resumes in order to determine those that most closely demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. Successful candidates who most closely meet the defined criteria will be invited to participate in the next stage.

Stage 3 – The third stage will consist of an interview with a panel of subject matter experts, where candidates will be evaluated and rated on responses to pre-defined questions.

Stage 4 – The fourth stage will consist of an interview with the City Manager. Finalists will then move into background and reference checking.

The City of Eastvale reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

GENERAL INFORMATION

Background/Reference Check/Physical Exam: City employment is contingent upon satisfactory completion of a reference check, criminal background investigation, including fingerprinting, and a post-offer (City paid) physical examination (including drug/alcohol testing).

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986, the City of Eastvale will only hire individuals who are legally authorized to work in the United States. Candidates who are offered employment must provide proof of identity as required by the I-9 form and instructions.

Equal Opportunity Employer: The City of Eastvale is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non- job-related factor.

Reasonable Accommodation: In compliance with local, state and federal laws and regulations, the City of Eastvale is committed to making reasonable accommodations in the examination process and in the work environment. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process must make a request no later than the final filing date for receipt of applications. Such requests should be addressed to Human Resources at the City of Eastvale, 12363 Limonite, Suite 910, Eastvale, CA 91752, or call (951) 361-0900.

BENEFITS

This is a non-benefitted position, and the hours shall not exceed 960 per year. This position shall participate in Social Security and be subject to OASDI deductions.

HOW TO APPLY

A City Employment Application must be completed and submitted along with a supplemental questionnaire. The City's Employment Application is available on the City's website at www.eastvaleca.gov.

Completed City Employment Applications may be submitted to the City of Eastvale at 12363 Limonite, Suite 910, Eastvale, CA 91752, or may be submitted electronically via the website, and must be received no later than **Thursday, October 20, 2016 by 5:00 p.m.** No late applications will be considered.

For specific questions regarding this position, contact Human Resources at (951) 361-0900, or email hr@eastvaleca.gov.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.

10/6/16